



## How to Trigger a CBME Form on My Desktop COMPUTER

TARGET AUDIENCE: SUPERVISORS Updated April 9, 2021





1. Once you have logged into MedSIS, ensure you are in your Supervisor Portal as some users may have multiple portals.



2. From the Supervisor Portal Home Screen, click Trigger On Demand.

MedSIS 3C Campus Edition	FACUL	TY OF HEALTH SCIENCES STER UNIVERSITY				
4	¢	Home > Supervisor Portal				
A Home		Welcome,				
Admin Portal My Profile		You are now logged on to MedSIS, the Internet-based full-function management system for the Faculty of Health Sciences, McMaster University and its associated teaching hospitals, powered by Knowledge4You Corporation.				
http://www.com/com/com/com/com/com/com/com/com/com/		O Latest News	Evaluations			
🚆 Clerkship Schedule		USER DOCUMENTATION Please visit our MedSIS website under "TRAINING" to find all user documentation for Learners,	You have 0 evaluation(s). details			
istudent Evaluations		Supervisors, Program Administrators, Program Directors, etc. 30-Jun-2017 11:12, by Andrea Somerville				
g Trainee Evaluations			Course Schedule			
Payments and Contributions			details			
📛 Request for Time Off			Lineaming Events			
🔯 Activity Log		details	Opcoming Lyents			
1 Curriculum			No upcoming events.			
Professionalism			details			
👫 TES Score						
news		Trainee Evaluations				
		You have 0 pending evaluations.				





- 3. Select the Evaluation Type 'CBME Evaluation'.
  - a. Choose the trainee.
  - b. The Learning Path field will automatically populate unless the resident is registered into more than one learning path.
  - c. Under Activity select the current rotation.
  - d. Select the EPA you would like to assess.
  - e. The Evaluation form will automatically populate.
  - f. Click Send and the form will open.

Evaluations		×
Evaluation Type: *	CBME Evaluation	- 1
Trainee(Evaluatee)*:		
Learning Path*:	Internal Medicine - IM (effective July 1, 2019) (01-JUL-19)	
Activity*:	Rotation: Gastroenterology, Location: Juravinski Hospital, Period: 01v	. i
EPA*:	FOD - EPA UNSTABLE PATIENTS	
Eval Form*:	RC - FORM 1	
Supervisor(Evaluator)*:		
	Send 🗙 C	ancel

4. The CBME form will open. Complete all the appropriate fields and click 'Submit'. A message will pop up indicating the form has been submitted successfully.





## Family Medicine Field Note

Learner: Learning Program: Family Medicine-Hamilton Domanin of Care: Care of Adults EPA Title: Care for adults with common specific conditions Date Of Observation: (2-).ul-2020 Supervisor: Kinzie, Sarah C

Clinical Topic					
Procedure					
Review Type	Select				~
Roles	Select				~
Setting	Select				~
Skills	Select				~
Additional Context Information:					
				4000 characters	s remaining
Done Well :					
L				4000 character	s remaining
Work On :					
			,	4000 characters	s remaining
	Supervisor Required to Take Over	Close Supervision	Minimal Supervision	Performs with Independance	Can Teach
	1	2	3	4	5
Based on this observation overall :	0	0	0	0	0



## **QUESTIONS?**

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca